

**MINUTES**  
**MARIN COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**  
**Monday, July 25, 2011**

1. The regular meeting of the Marin County Office of Education Personnel Commission was held at the Marin County Office of Education, 1111 Las Gallinas Avenue, San Rafael, CA on Monday, July 25, 2011.

2. Ms. McKown convened the meeting at 5:06 p.m. The staff was represented by Ms. Christie Colón, Ms. Carol Toepfer and Ms. Tracee Edmunds.

**Call to Order**

3. Present for the meeting were Commissioners Bill Bridges and Catherine McKown.

**Roll Call/Guests**

4. M/s/c/ Bridges/McKown approved the agenda.

**Agenda Approved**

5. Ms. McKown invited public comment on items not on the agenda:

**Public Comment**

- There were no public comments.

6. M/s/c Bridges/McKown moved to approve the corrected Minutes for the meeting held June 27, 2011.

**Minutes Approved**

7. Ms. Edmunds, Personnel Director, reported on the following:

**Personnel  
Director's Report**

- Welcomed and introduced Senior Administrative Secretary Carol Toepfer who is filling the .5 fte position in Personnel.
- Invited all 3 commissioners to the All Staff Back To School Event on Monday, August 15, 2011.
- Informed the commissioners about the current project of updating the website and received recommendations for changes from Commissioner McKown.
- Followed up on the budget discussion from the June 27, 2011 meeting and announced that Barbara Kohrt from our business office will attend the August 22, 2011 meeting to review the revisions of the adopted budget.
- Reported that an Administrative Secretary worked out of classification as an Executive Secretary for one week as leave replacement with Commissioners agreeing to recommended reasonable adjustment at appropriate step for Executive Secretary.
- Reviewed the status report with the commissioners for the period of June 27 – July 25, 2011. Reviewed the current leaves, terminations, resignations and vacancies.

8. Ms. McKown invited Commissioner items or reports not on the agenda.

**Commissioners'  
Reports/Items**

- Bill Bridges inquired about the August 15th Back to School Event and if Personnel Commissioners also need TB tests.
- Bill Bridges inquired whether there is a flyer for the Northern California School Personnel Commissioners Association (NC/SPCA) Conference.
- Reported that Ms. McKown accepted a position on the NC/SPCA Board of Directors.

9. M/s/c/ Pollock/Bridges to adjourn meeting at 5:40 p.m.

**Adjournment**

10. The next meeting will be held on Monday, August 22, 2011 at 5:00 p.m. In the Board Room.

Tracee Edmunds  
Secretary